

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

FEBRUARY 11, 2010

MEMORANDUM

What's Inside:
Revision of the
FST-1

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF FAMILY SUPPORT TEAM MEETING SIGN-
IN/CONFIDENTIALITY STATEMENT, FST-1

DISCUSSION:

The purpose of this memorandum is to introduce the revised Family Support Team Meeting Sign-In/Confidentiality Statement, FST-1. Through the Continuous Quality Improvement process, a request was made to modify the form to include a field for the date, a field to indicate whether or not the meeting is a Permanency Planning Review Team meeting (PPRT), and to clarify the process for utilizing the form.

This form should be signed by all participants at the beginning of the Family Support Team or Permanency Planning Review Team meeting. At the conclusion of the meeting, participants should indicate whether or not they agree with the plan by selecting the appropriate box.

Staff should begin using the revised form immediately. The Family Support Team Meeting Sign-In/Confidentiality Statement, FST-1, is available on E-Forms and the CD Forms Desktop.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

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(573) 751-9603
Christy.Collins@dss.mo.gov

PROGRAM MANAGER:

Dena Driver
(573) 751-3171
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| CHILD WELFARE MANUAL REVISIONS: N/A |
| FORMS AND INSTRUCTIONS Family Support Team Meeting Sign-In/Confidentiality Statement , FST-1 |
| REFERENCE DOCUMENTS AND RESOURCES N/A |
| RELATED STATUTE N/A |
| ADMINISTRATIVE RULE N/A |
| COUNCIL ON ACCREDITATION (COA) STANDARDS N/A |
| CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A |
| PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A |
| FACES REQUIREMENTS N/A |